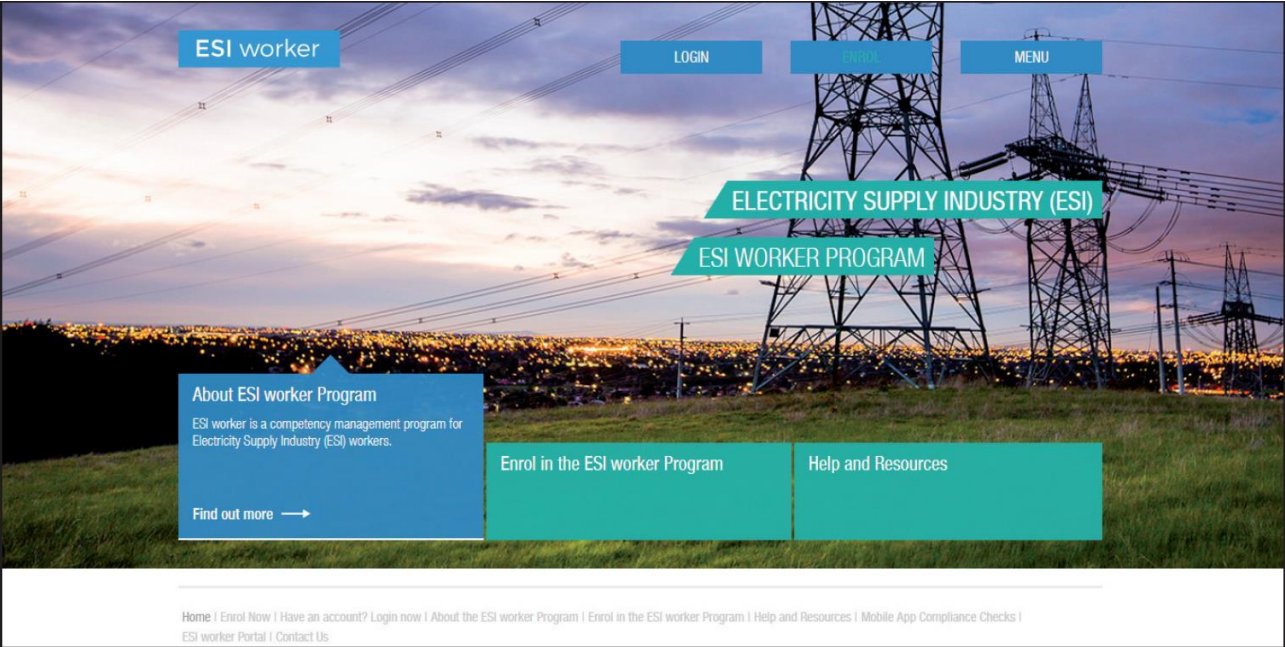


ESIworker

Renewing ESI Worker Documents

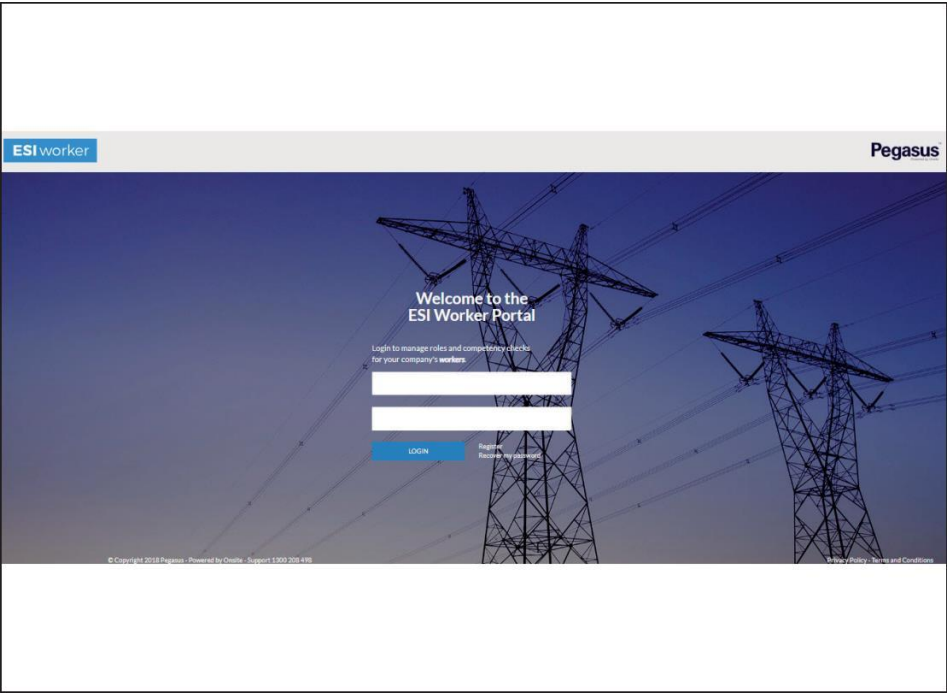
ESI worker

Please follow this step-by-step guide to update the details of your workers.



Step 1

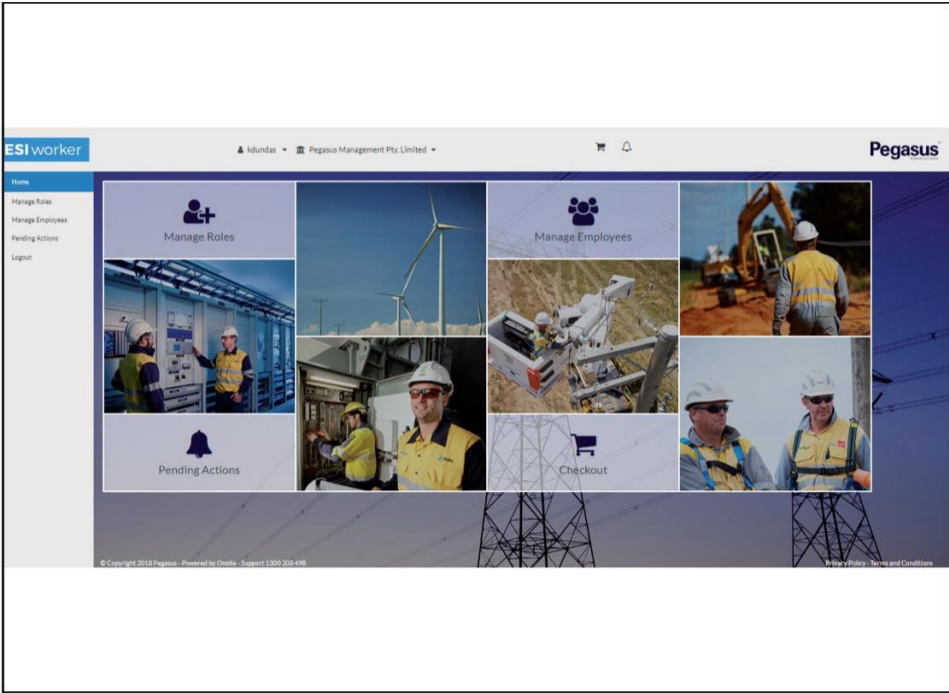
Please go to <http://www.esiworker.com.au> and click on "Login" in the top menu bar.



Step 2

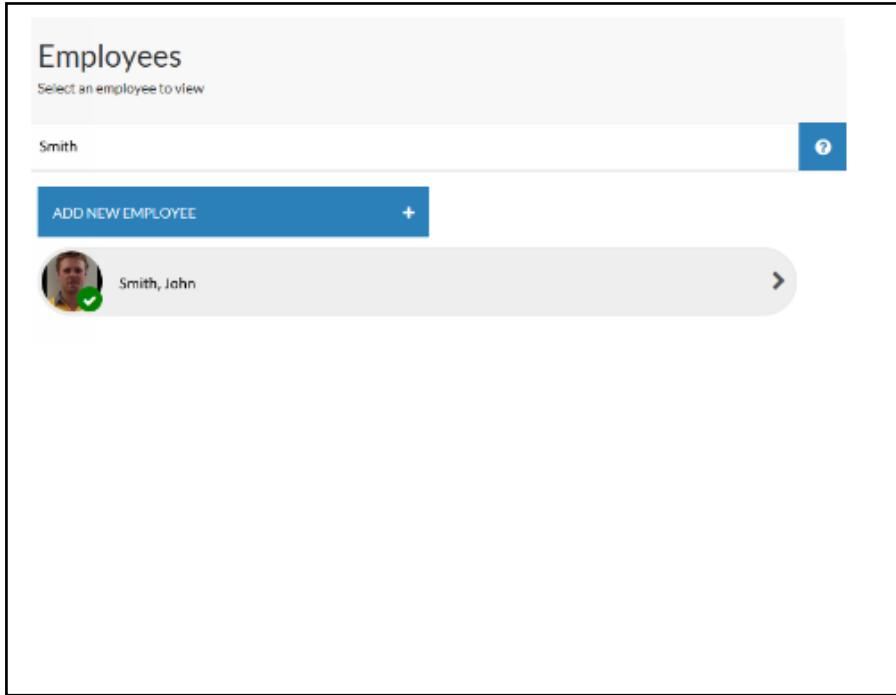
On the home page of the ESI worker portal, enter your login details and click on "Login".

Note: the password is case sensitive.



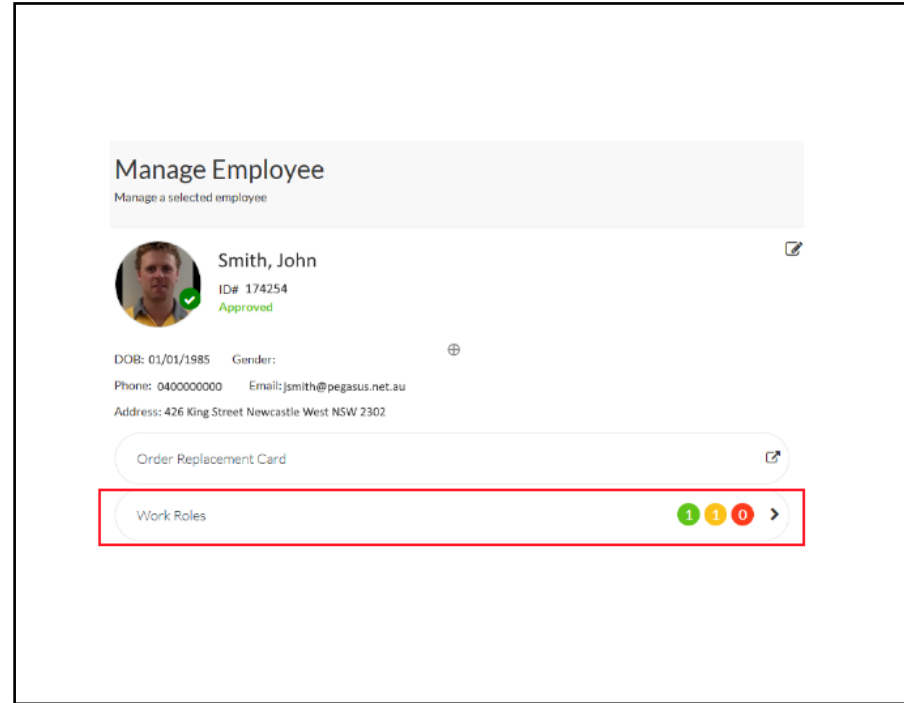
Step 3

On the home page of your portal, use the dashboard tile or the side menu to select "Manage Employees".



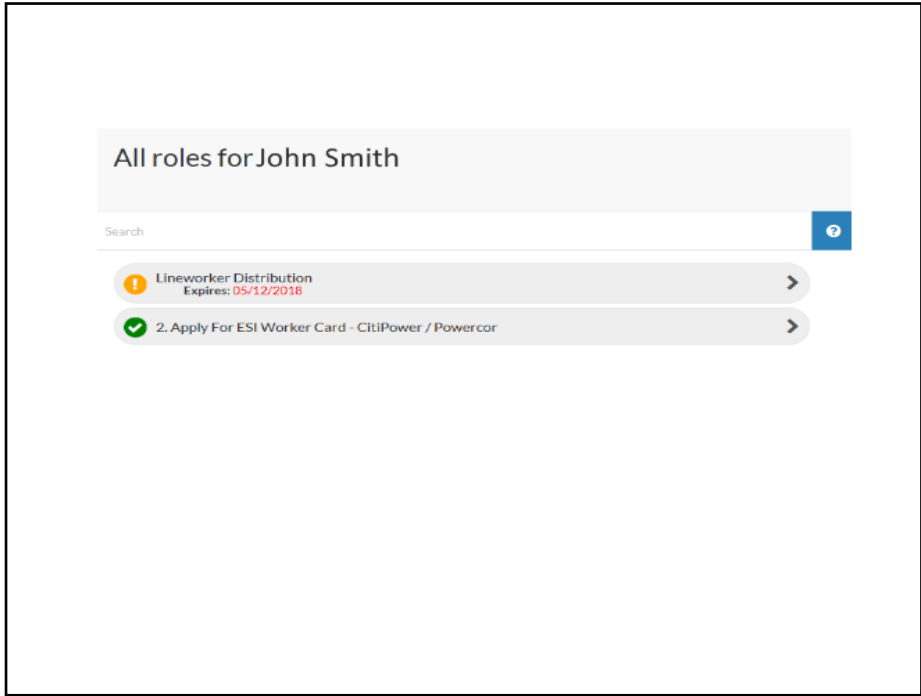
Step 4

Search for and select the worker whose details you need to update.



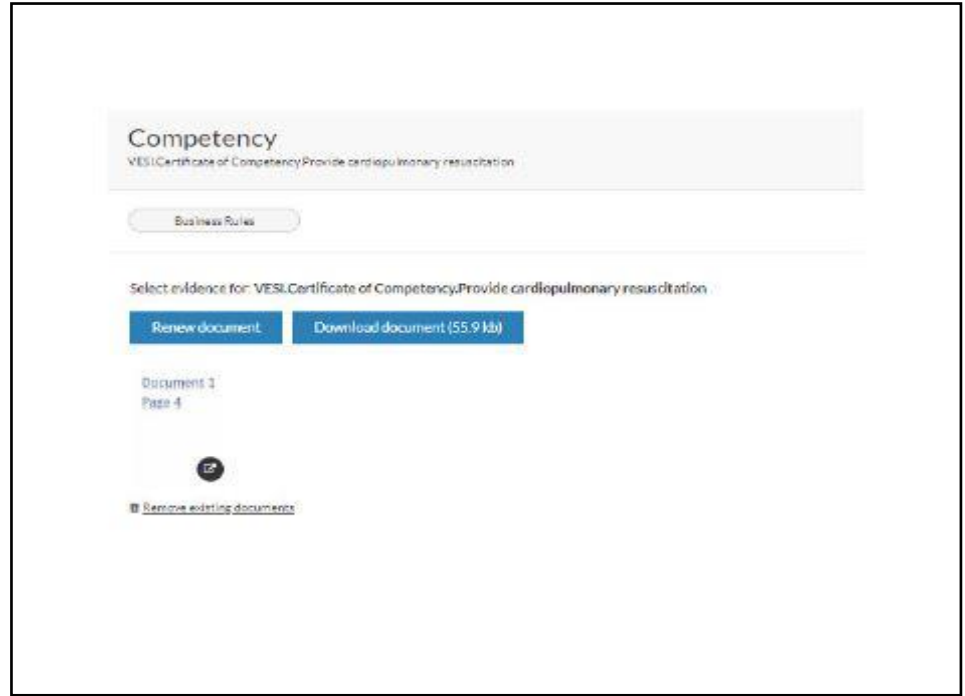
Step 5

Click on the "Work Roles" bar.



Step 6

Select the role that has the amber alert symbol on it.



Step 7

Upload the new competency document.

RENEWING ESI WORKER DOCUMENTS

Extra information required:

Issue Date *	05/12/2017	
Expiry Date *	05/12/2018	
Comments	Assigned in Realm: ESI worker	

[Next](#)

Step 8

Enter the mandatory details at the bottom of the upload section and click “Next” to move through the document list if more than one document is due to expire.

Otherwise, click “Submit.”

[x Close](#)

Congratulations!

The following employee applications have been submitted for verification:
Jamie Jamieson

[OK](#)

You will be advised by email the outcome of the verification process.

Step 9

You will see this message when the data has been submitted for verification.



For questions or assistance please call 1300 208 498
or email esiworker@pegasus.net.au